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SECRET

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 65-1: dated 1 July 1964

21 MAR 1966

25X1A

Staff Architect, GS-13
DDS/OL/RE&CD (detailed to OL/LSD)

A. Summary of Suggestion

The suggester developed a technique for blocking access to underfloor cells for distribution of the "Grey Line" phone system in Headquarters Building. Summary of the suggestion, as reviewed by the Committee on 29 October 1964, is attached.

The Suggestion Awards Committee voted an award of \$245 and recommended referral to National Security Agency.

B. Summary of NSA Evaluation

NSA reported that they adopted the suggestion. They rate the contribution Minor/Limited on their Intangible Benefits Scale which would qualify for an award of \$25.

C. Recommendation of Executive Secretary

1. \$25 award, payable out of CIA funds, based upon intangible benefits (Slight/Limited)

2. Comments: We will notify Civil Service Commission of the NSA adoption of this suggestion via telephone because they do not keep correspondence on classified suggestions.

D. Decision of the Chairman

25X1A

A/Chairman, Suggestion Awards Committee

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-314: dated 6 May 1965

21 MAR 1966

25X1A

Admin. Officer, GS-12
DDI/CGS

A. Summary of Suggestion

1. The suggester explained that many offices have both floor space and classified material storage problems. Relief could be obtained if secretarial and clerical personnel could use desks with safe pedestals for office files. However, the front of this style desk is open and not desirable for female personnel.

25X1A

2. [REDACTED] proposed that a panel be fabricated to cover the front openings when desired.

B. Summary of Evaluations

1. Procurement Division adopted this idea. They stated that such a panel costs approximately \$15 each on an order for one hundred.

2. A linoleum material the same color as the unitized desks was used and installed as requested. The OL Suggestion Awards Panel considered the degree of benefit as Moderate/Limited.

C. Recommendation of Executive Secretary

1. Not line of duty
2. \$25 award (Slight/Local)

D. Decision of the Chairman

[REDACTED]

A/Chairman, Suggestion Awards Committee

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

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SUGGESTION NO. 66-53: dated 23 August 1965

[REDACTED]
Clerk, GS-3
DDS/OL/LSD/BSB

21 MAR 1966

A. Summary of Suggestion

1. The suggester stated that Form 1490, requesting labor to relocate office furniture and heavy equipment, usually contained only minimal information. As a result, the moving team must often move the same furniture, including heavy safes, two or three times before the office personnel are satisfied.

2. He proposed that each form 1490 be accompanied by a floor plan of the office concerned and designate where new furniture or equipment should be placed. In the case of relocation, he suggested the plan show the former arrangement as well as the new.

B. Summary of Evaluations

1. OL agreed to approval of this suggestion. To accomplish this, Building Services Branch separates the major and minor moves. On the major moves, OL asks that a "contact" be present. If this is not possible, a diagram is then requested. On minor moves, Building Services requests diagrams before taking action.

2. Notification of the procedures was handled with Administrative and Logistics Officers in preparation for moves to the Rosslyn Area. It has also been covered in Logistic Officer Conferences and in the Logistics Support Course. OL/LSD says the suggestion has caused them to exercise greater supervision over office changes before actually sending the movers to the job.

C. Recommendation of Executive Secretary

1. Not line of duty
2. \$15 award (Advisory)

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SUBJECT: Suggestion No. 66-53 continued

D. Decision of the Chairman

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A/Chairman, Suggestion Awards Committee

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

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SUGGESTION NO. 66-59: dated 12 August 1965

21 MAR 1966

L-11 (GS-8 equiv.)
L-11 (GS-8 equiv.)
(GS-6 equiv.)

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DDS/OL/Mail & Courier Branch/

A. Summary of Suggestion

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1. Subject: This suggestion pertains to the new "D" system of the pneumatic tube complex, installed by [REDACTED] at a cost of about \$32,000. It consists of: One common "send" line from the Cable Secretariat through the Signal Center to the Watch Office; and two independent "return" lines—one from the Watch Office to the Cable Secretariat and a second from the Watch Office to the Signal Center.

2. Former System: There was no way of determining the amount of traffic passing through the system.

3. Suggestion: The suggesters installed an electronic system that counts the volume of carriers passing through each of the three lines. Description and sketch of the actual installation is attached.

B. Summary of Evaluations

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1. [REDACTED] estimate for this particular improvement was \$398; these employees did the job at a cost of \$126 -- a net savings of \$272.

2. This gives Carrier Maintenance an indication of the wear and tear to which the system and carriers are subjected. Periodic maintenance can then be scheduled and replacement parts ordered systematically. Also, if any station inadvertently hold carriers (only 24 in the system), the counters enable Carrier Maintenance to detect this condition and call for them.

3. The counters provide traffic figures for inclusion in monthly reports but principally they reflect use of the system during times of crisis in comparison with normal operations.

4. OL rated the benefits as Slight/Limited with monetary savings in maintenance costs as HIGH at present and in the future.

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SUBJECT: Suggestion No. 66-59 continued

C. Recommendation of Executive Secretary

1. Not line of duty. (Suggesters are responsible for maintenance of the system. This was an improvement to the original equipment installed by the manufacturer.)

2. \$45 award to be divided equally among the three suggesters calculated as follows: \$13.50 based upon 5% of tangible savings of \$270 plus \$31.50 for intangible benefits (Slight/Local).

D. Decision of the Chairman

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A/Chairman, Suggestion Awards Committee

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17 Aug. 1965

To Whom It May Concern:

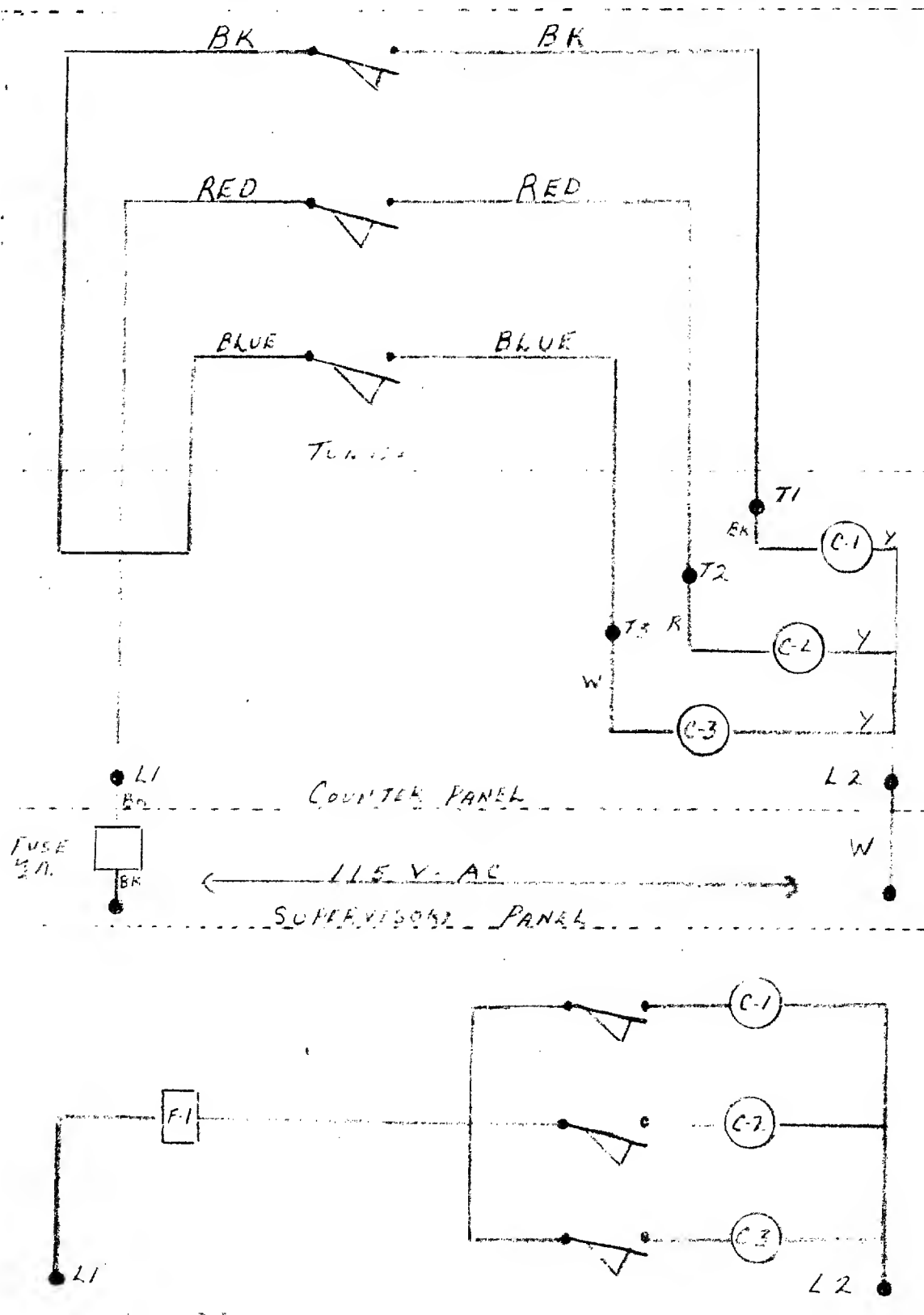
The actual installation of the carrier counters has been accomplished. Within the transmission lines of "D" system, we placed three MKLS. switch assemblies. The said assemblies were fabricated in our shop for a cost of \$7.77. If the said assemblies were purchased on the open market they would cost \$180.00. The electrical panel, in which the carrier counters are mounted, was also fabricated in our shop, thus realizing more savings to the agency.

To complete the electrical cable run from the MKLS. switch assemblies to the electrical panel it entailed the use of 720 feet of t.w. wire and 85 feet of conduit. The actual installation of the electrical cable run, the wiring of the electrical panel, the sketching of the wiring diagrams and schematics, the fabrication of the MKLS. switch assemblies and the electrical panel were completed by us for a total cost of \$125.74 which includes the cost of three carrier counters.

Sincerely Yours,

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 66-104: dated 21 October 1965

21 MAR 1966

STATINTL

Courier, GS-5
DDS/OL/LSD/Mail and Courier Branch

A. Summary of Suggestion

The Suggester proposed that Mail and Courier Branch vehicles traveling at night be equipped with fire extinguishers and 30-minute flares, as a precaution in case of an accident or vehicle break-down.

B. Summary of Evaluations

1. Fire extinguishers have been installed in five such vehicles. Instead of flares, the vehicles have been equipped with reflectors which also pass ICC standards.

2. OL rated the benefits as Slight/Limited.

3. Our trucks, busses, and Checker Cabs are factory equipped with this equipment. Our vehicles assigned to individuals offices are equipped with radios in order to summon help in case of breakdown.

4. OCI Registry may use it also.

C. Recommendation of Executive Secretary

1. Not line of duty

2. \$25 award (Slight/Limited)

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3. Refer to OL Transportation to suggest that this become standard equipment at Headquarters and in the field.

D. Decision of the Committee

A/Chairman, Suggestion Award Committee

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 66-127: dated 19 November 1965

STATINTL

General Mechanic, W-10 (GS-7 equiv.)

DDS/CL/SD

21 MAR 1966

STATINTL

A. Summary of Suggestion

1. The Parks Panel Saw had the electrical wire for the saw motor fastened to a manually operated metal arm. The wire extended along the table behind the saw on its forward traverse. When the saw automatically reversed itself for return cycle, the electric wire frequently was in the path of the saw. (See attached photographs A)

2. The suggester installed spring cord wire from the saw to a new outlet in the ceiling. The wire remains above the saw at all times and away from the work being cut on the table. (See attached photographs B)

B. Summary of Evaluations

1. The wire had actually been cut one time. Fortunately, operating personnel were not injured. Repair cost to replace the wire was about \$25. Deputy Chief, Supply Division says there is no application at our other depots; the Parks Saw is used only at

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2. About three workers use this special saw. This is primarily a major safety improvement preventing potential electrocution of the workers. OL rates this Slight/Limited.

C. Recommendation of Executive Secretary

1. Not line of duty. (Suggester is responsible for keeping equipment at the depot in proper operating condition. In this case, he modified a manufacturer's product.)

2. Executive Secretary rates this as Moderate/Limited and recommends an award of \$50.

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SUBJECT: Suggestion No. 66-127 continued

D. Decision of the Chairman

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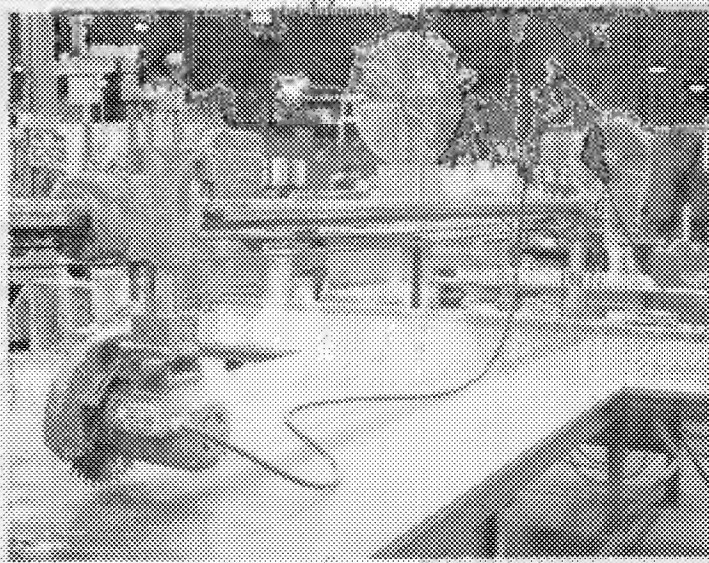
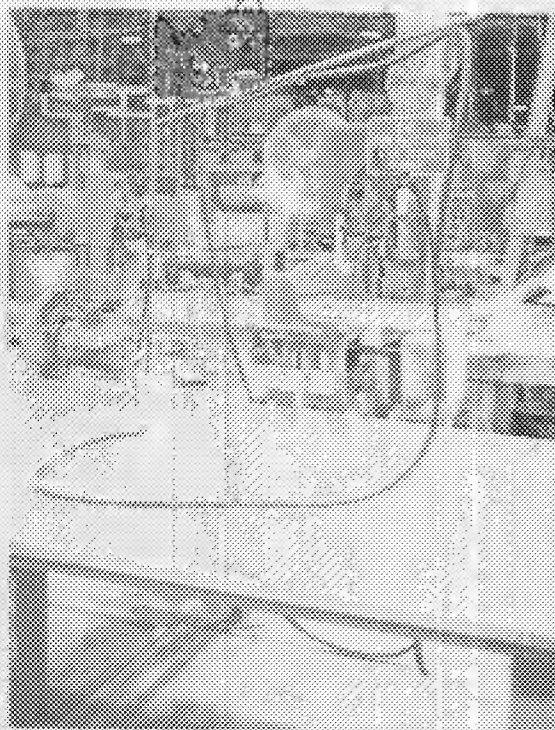
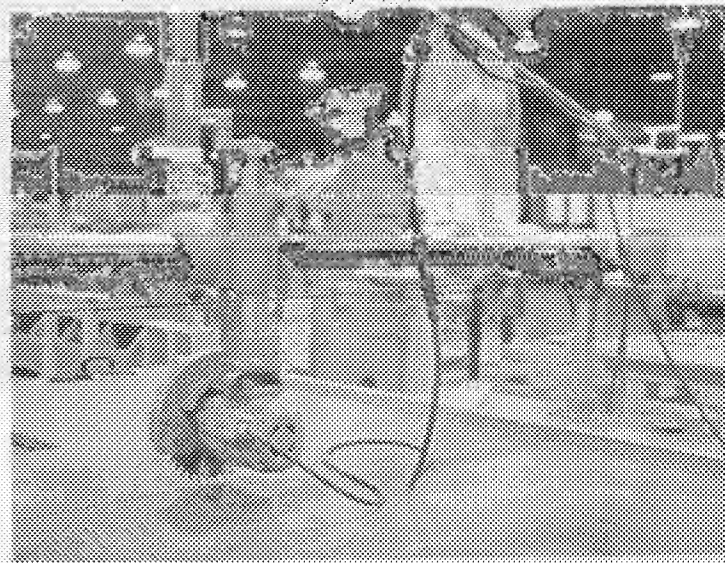
A/Chairman, Suggestion Awards Committee

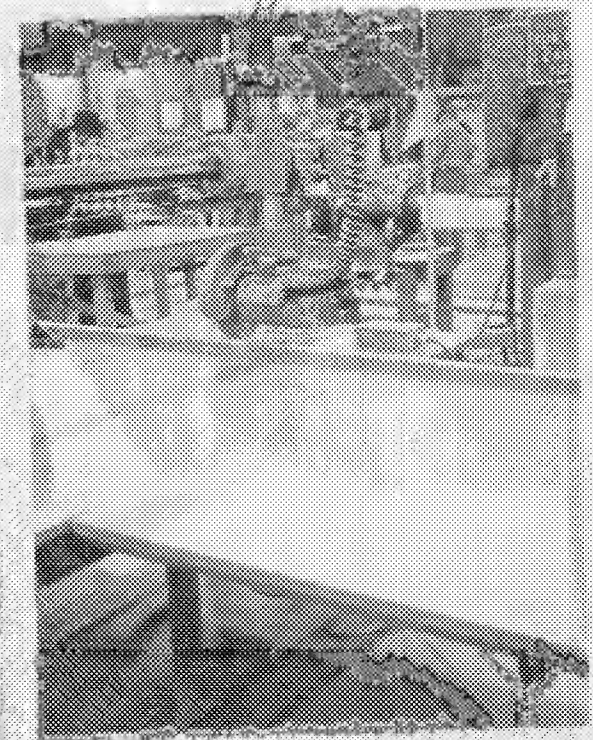
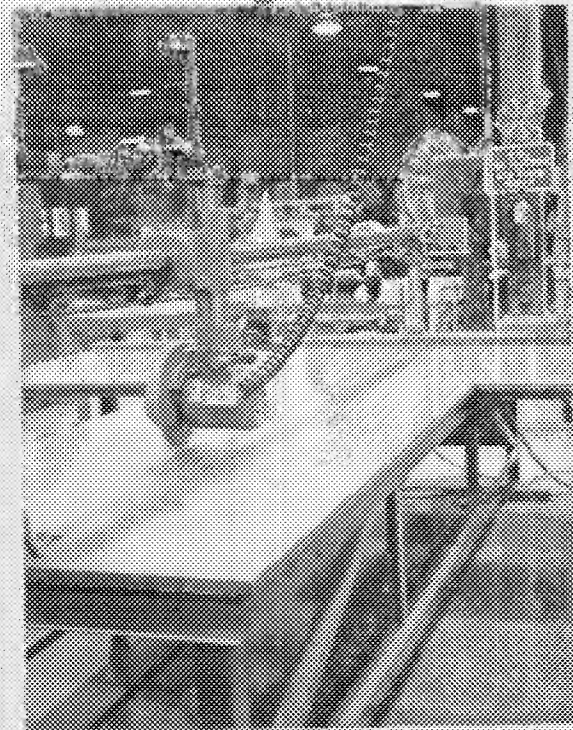
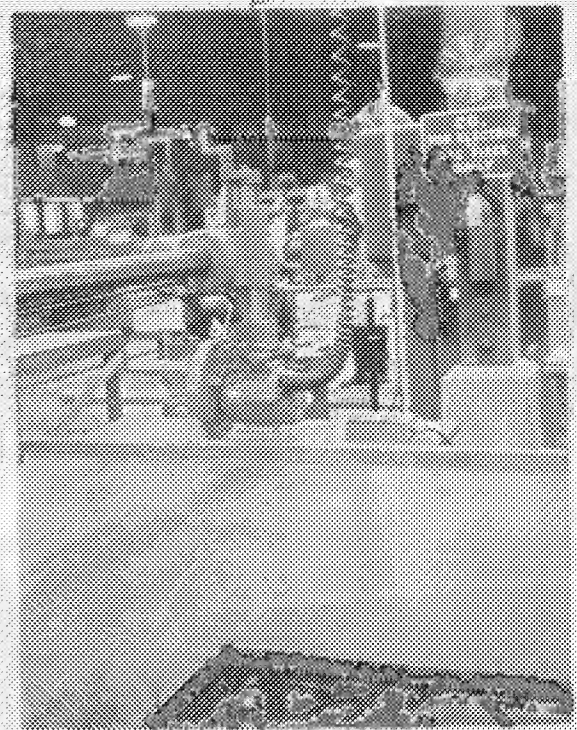
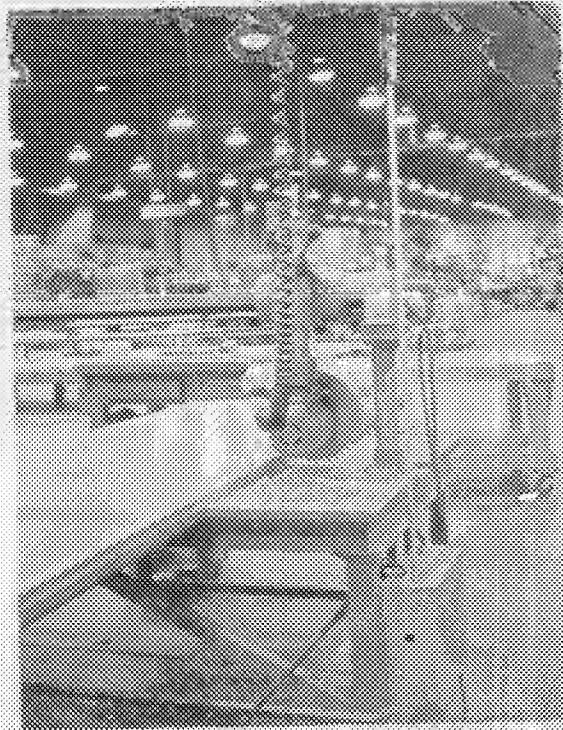
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SUBJECT: Suggestion No. 66-130 continued

D. Decision of the Chairman

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A/Chairman, Suggestion Awards Committee

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 66-160: dated 13 January 1966

21 MAR 1966

STATINTL

Courier, GS-5
DDS/OL/LSD/Mail and Courier Branch

A. Summary of Suggestion

1. The Mail and Courier Branch's one ton vans have a wire mesh across the width of the truck just behind the driver's seat to retain mail bags and boxes within the rear portion of the truck. During cold weather, the heater in the front of the van is ineffective because of the large open space behind the driver's seat extending to the rear of the vehicle.

2. The suggester proposed that a piece of solid material (metal, cardboard, or canvas) be placed across the width behind the driver's section to retain heat within the cab.

B. Summary of Evaluations

1. OL has had plywood affixed to the grill on each of the five vans. The plywood has two windows installed on each side to assist the driver in backing up to the loading dock when the back door is pulled up. During warmer weather, the plywood sheet can be removed for storage by taking out the bolts and nuts that fasten it to the metal grill.

2. The plywood has been installed on all five vans used by the Mail and Courier Branch. OL rates the suggestion Slight/Limited but exceptional from the standpoint of health and morale.

C. Recommendation of Executive Secretary

1. Not line of duty
2. \$25 award (Slight/Limited)

D. Decision of the Chairman

[Redacted Signature]

A/Chairman, Suggestion Awards Committee

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 66-173: Dated 25 Jan 1966

GS-14

DDP/CI

21 MAR 1966

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A. Summary of Suggestion

Suggester proposed that pushcarts used by couriers be equipped with the same type bell that is used on bicycles. In the past, couriers have warned pedestrians of their presence by tapping on the handles of the pushcarts or by whistling.

B. Summary of Evaluation

Bicycle bells have been ordered for 13 carts in OL/Mail and Courier Branch. RID Registry (12 carts) and OCI Registry (6 carts) are considering adoption.

C. Recommendations of Executive Secretary

1. Not line of duty
2. \$15 award (Slight/Limited)

D. Decision of the Chairman

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A/Chairman, Suggestion Awards Committee

22 MAR 66

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STATINTL USE ONLY

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 66-212: dated 9 December 1965

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[REDACTED]
Electronic Instructor, GS-11
DDS/OC, [REDACTED]

21 MAR 1966

A. Summary of Suggestion

1. Former Method: Whenever a channel frequency change was required, the complete LSSB-63-1A Side Band exciter had to be taken off the air and switched to that particular channel. A new crystal was then inserted in the translator card and the card completely re-aligned. Because of equipment commitments it was often difficult to secure control of the exciter for this purpose.

Each translator card required about 10 minutes to change its frequency. If several cards required a frequency change, control of the exciter might be required for up to an hour during which time the exciter could not be used for its intended purpose.

2. Suggestion: That a special test jig be constructed for the frequency change process. This permits any number of cards to be aligned while the exciter is still in use. Cost of the materials is less than \$10, excluding the power supplies and most materials are available at any field station. The Amphenol "ribbon connector" and card guide can be removed from the card extender slot and the card extender stored elsewhere. The attached photos and drawings describe construction of the test jig.

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3. Advantages: Use of this \$10 test jig permits the \$5,681 LSSB exciter to be used for its intended purpose during translator card alignment. Many times an exciter is committed 24 hours daily and cannot be taken off the air for a channel frequency change. The test jig is used as a training aid [REDACTED] with good results.

B. Summary of Evaluations

1. OC Engineering concluded that the suggestion, as submitted, would not be overly advantageous to the field in a time saving sense

CIA INTERNAL USE ONLY

SUBJECT: Suggestion No. 66-212 continued

unless a 2.8 Megacycle oscillator was incorporated into the unit or an external VFO input was used for pre-alignment. The suggested jig with the addition of a built-in 2.8 mcs oscillator and power supply was built, tested and found to work very well. After further field evaluation, OC plans to build twenty for field use.

2. OC says the suggestion, adopted in modified form, should prove to save many hours of equipment down-time and technician man hours thus improving station operation efficiency. Exact savings are almost impossible to determine. Use of the jig will probably be limited to Agency use.

3. OC recommends an award of \$50 in recognition for this improved scheme of alignment of Kahn translator cards.

C. Recommendation of Executive Secretary

1. Not line of duty. (Suggester is an instructor and is not expected, like engineering personnel, to come up with equipment modifications.)

2. \$50 award (Moderate/Limited) for its adoption at [REDACTED] STATINTL
Comments: Executive Officer, OC says they now know reasonably what this jig will do. He thinks that a \$50 award is at the right range. If, however, at a later date the contribution proves more advantageous (in the field, etc.) he will recommend an additional award.

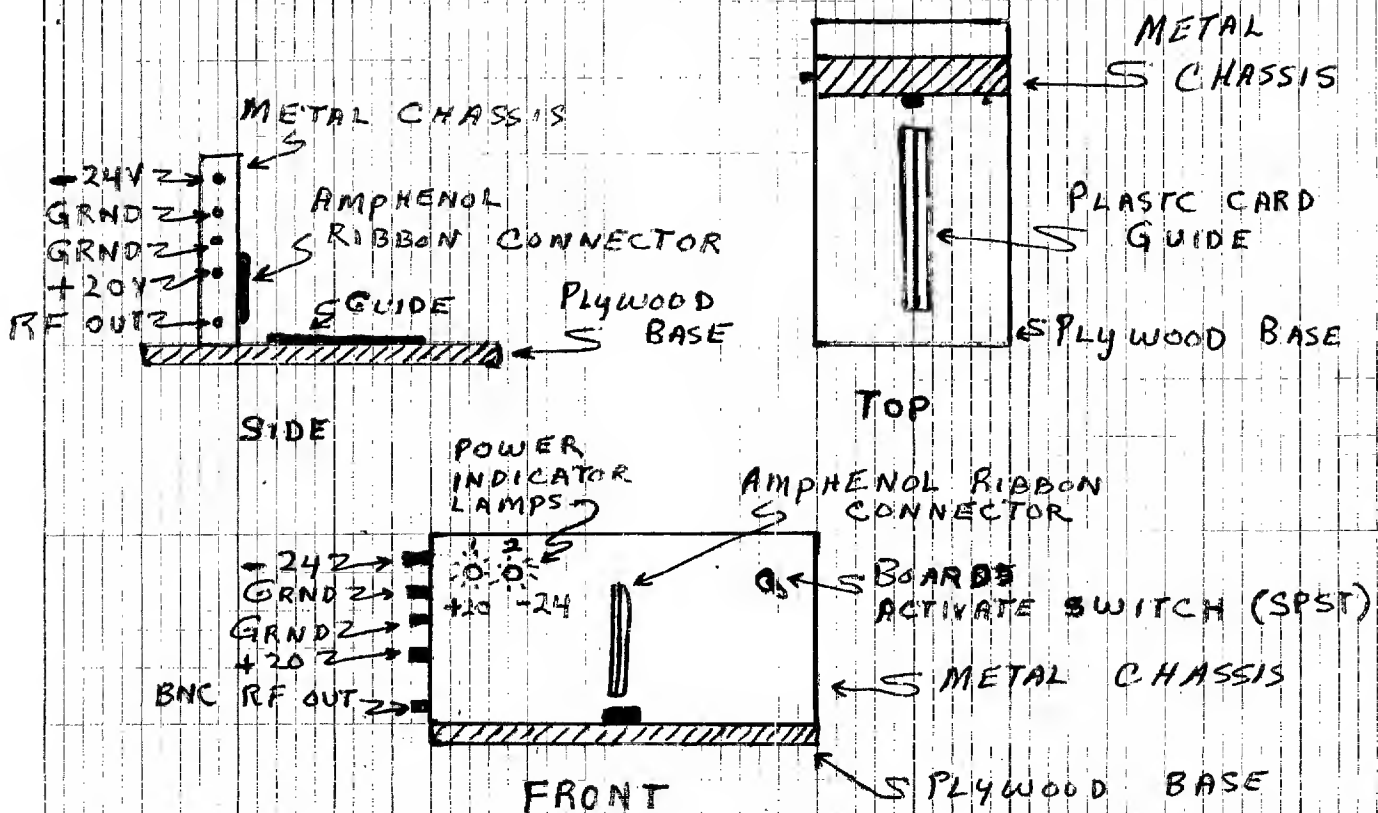
D. Decision of the Chairman

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ELECTRICAL CONNECTIONS:

PIN NUMBER ON RIBBON CONNECTOR	TO
E	+ 20 VDC INPUT AND INDICATOR LAMP #1 through a diode
F	TO BOARD ACTIVATE SWITCH... OTHER SIDE OF SWITCH TO GROUND
J	- 24 VDC INPUT AND INDICATOR LAMP #2 through a diode.
P	VIA SHIELD ON COAX CABLE TO RF OUTPUT BNC CONNECTOR
N	VIA CENTER CONDUCTOR OF COAX CABLE TO RF OUTPUT CONNECTOR
T,U,V	TO CHASSIS GROUND, GROUND TERMINALS, AND OTHER SIDE OF INDICATOR LAMPS #1 and #2

NOTE: It is suggested that appropriate diodes be placed in the -24 volt and plus 20 volt lead to insure that the wrong polarity is not applied to the board.

A

